

## **CHIEF OF OPERATIONS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the operation of the department. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class assists the Fire Chief in planning, research, and organization of the fire department having to do with equipment and personnel. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire department function or division. Participates in the research and planning for programs and activities of the department. Determines how department should be organized, including number of operating units and distribution of such units. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Assists with payroll records and reviews for accuracy. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority.

Supervises the general care and maintenance of fire fighting apparatus and equipment, department communications equipment, motor driven vehicles, stations and grounds, and other specialized equipment or related property. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Plans and organizes departmental operations having to do with equipment and apparatus. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such

plans. Oversees repairs and maintenance of all department facilities, equipment, or operating systems and insures that all repairs were properly accomplished. Oversees the maintenance, ordering, and distributing of supplies and equipment throughout the department.

Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and periodically inspecting systems and facilities. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Reviews LFIRS reports for completion and accuracy. Personally completes any forms and records assigned.

Supervises positions comprising fire suppression and fire service suppression classifications. Conducts inspections of various divisions of the department and observes department operations. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Supervises department employees by assigning work or duty areas, inspecting the appearance of assigned equipment and subordinate personnel, evaluating performance, resolving complaints or grievances, and counseling employees who are experiencing work problems. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Assists in answering written or oral requests to handle problems or address other needs of the fire department.

Gathers and reviews information used in compiling an operational budget; assists in the preparation and submittal of a budget for the department. Prepares expenditure estimates, authorizes expenditure of funds, and purchases equipment and supplies keeping within the establish budget. Makes recommendations on major purchases for the department. Obtains quotes for equipment and the purchasing of equipment. Oversees the bidding process by meeting with sales representatives to review products and preparing specifications for public bids.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be

met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of District Fire Chief for at least five (5) years immediately preceding the closing date for application to the board.